HCM 2000 Archives

12/06/2000 - Payroll Run Calendars and HRMS Timing Schedules

Into a Word doc, download the HRMS timing schedule for the first quarter of 2001. The Excel file contains the calendars showing scheduled payroll runs.

12/01/2000 - Crystal Reports

The Crystal reports listed below are now available in the Phoenix HRMS system. Download Running Crystal Reports for instructions on how to do that. Please share this information with all staff who will be running one or more of these reports for your agency.

If you use Citrix to access Phoenix, you can run these reports immediately. If you use a Native 3-tier connection to access Phoenix, you must have your LAN administrator load the programs to your agency's LAN before you will be able to run these reports. Instructions for LAN administrators are included below.

New Crystal Reports

Post Course Session Report - (GO - Develop Workforce - Administer Training - Report - Post Course Session Report) - This is the same as the Course Session Roster, with the addition of fields for "Completion Status" and "Grade".

Training Schedule - (GO - Develop Workforce - Administer Training - Report - Training Schedule) - Provides details of Course(s)/Session(s) scheduled during a specific period, including Facility and Instructor(s).

Retirement Certification - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt N-Z - Retirement Certification) - This report lists and summarizes all retirement deductions and PNA earnings amounts for a specified employee during a specified Fiscal Year.

Calculated Over Time Hours Report - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt A-M - Calculated OT Hours) - This report lists all employees who have Overtime on the current calculated on-cycle check.

Calculated Other Earnings Report - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt A-M - Calculated Other Earns) - This report lists all employees who have a specified Earnings code on the current calculated on-cycle check.

Calculated Regular Hours Report - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt A-M - Calculated Regular Hours) - This report lists all employees who have a specified Regular Hourly Earnings code on the current calculated on-cycle check.

Calculated Regular Salary Report - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt A-M - Calculated Regular Salary) - This report lists all employees who have a specified Regular Salaried Earnings code on the current calculated on-cycle check.

Annual Leave Balances Report - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt A-M - Minimum Annual Leave Balances) - This report lists all employees who are setup for direct deposit of their payroll check and whose current annual leave balance is less than a specified number of hours.

Employee Checks By Maildrop - (GO - Compensate Employees - Manage Payroll Process U.S. - Rpt A-M - Checks by Maildrop) - This report lists all employees who have a confirmed on-cycle check for a specified Pay Run ID. The report is sorted by Pay Group and Maildrop.

Operator Class Security Report - (Go - Security Reports - Reports - Operator Class Report) - The report lists the panels and reports accessible for a specified operator class.

The Post Course Session Report and Training Schedule have been added to the existing MAHRTA1 operator class. The Retirement Certification, Calculated Over Time Hours Report, Calculated Other Earnings Report, Calculated Regular Hours Report, Calculated Regular Salary Report, Annual Leave Balances Report, and Employee Checks By Maildrop Report have all been added to the MAPYPLM1 operator class. The Operator Class Security Report has been added to the MASECRPT operator class.

If you have problems running the reports, contact the Phoenix HRMS help desk at 404-657-3956 (local) or 888-896-7771 (long distance).

Citrix Users DO NOT need to read any further.

LAN Administrator Information

The following information pertains to Native 3-Tier users only. A technical resource will need to access the Phoenix FTP File Server to download the Crystal Reports before the reports can be run. Use of the FTP Server eliminates the need for us to burn a CD in order to roll out new or revised Crystal reports. Please provide your LAN Administrator or technical support person with the downloaded document FTP Crystal Instructions that steps through the process of obtaining the Crystal report files from the FTP server.

The following files must be downloaded from the FTP File Server and saved in your Crystal Reports directory on your LAN.

TRN002X.RPT - Post Course Session Report

TRN004X.RPT - Training Schedule

RET001X.RPT - Retirement Certification

PAY002X.RPT - Calculated Over Time Hours Report

PAY003X.RPT - Calculated Other Earnings Report

PAY004X.RPT - Calculated Regular Hours Report

PAY005X.RPT - Calculated Regular Salary Report

PAY006X.RPT - Annual Leave Balances Report

PAY007X.RPT - Employee Checks By Maildrop

SEC001X.RPT - Operator Class Security Report

If your technical staff encounters difficulties accessing the FTP server and/or downloading the reports, please send an email to DOASHRMS@doas.state.ga.us or fax the information to 404-463-5089 and indicate that it is a Crystal download problem. This will assist us in getting your problem to someone who can help as quickly as possible.

11/30/2000 - Leave Grid Changes

The Phoenix HRMS Team has made the following improvements to the Leave Grid print process.

In addition to the current options of printing a leave grid for the first half of the month or the second half of the month, options have been added so a leave grid can be printed for a whole month or a specified period of up to 31 days. The ability to print for a specified period should be useful to agencies with weekly employees and employees with non-standard schedules.

Another new feature has been added which provides the ability to print a leave grid for a portion of an agency rather than the entire agency by entering information into the Sub Group portion of the Leave Grid Sheets panel. You can selectively print by entering a Mail Drop ID and/or Department or a range of Mail Drop IDs and/or Departments. Using the Wildcard (%) will allow a range to be selected. For example, entering 40124% into the Department sub group field will print a leave grid that includes all employees with a Department Id that begins with 40124. The Leave Grids may be printed for the entire agency by not selecting a Sub Group. Most of you will be printing Leave Grids for the entire agency, so you will not be concerned with Sub Groups.

The Leave Grids may be sorted by Department or Mail Drop ID, and may be sub-sorted by the other identifier. (Example: If the Leave Grids are to be sorted first by Mail Drop and then sub-sorted by Department, click on the Sort box next "Mail Drop ID" first and then click on the Sort box next to "Department." This selection will put a "Sort Seq#" 1 next to Mail Drop ID and put a check in the "Page Break" box next to Mail Drop ID, and it will put a "Sort Seq#" 2 next to Department. The Leave Grids you will receive from this selection will be sorted first by Mail Drop ID, and they will page break when the Mail Drop ID changes. Within each Mail Drop ID the employees will be sorted by Department. Within each Department the employees will be sorted alphabetically by name.)

For your convenience, an abbreviation of the day of the week has been added to each day in the heading on the Leave Grids. If you have any questions or need help with printing Leave Grids, please call your Customer Support Representative at the Phoenix HRMS Help Desk (404-657-3946).

11/28/2000 - Personal Leave

Personal Leave Eligibility will be run on the night of December 7, 2000 (December 9 for DOT). It is critical that prior to December 7th, all November leave usage be entered. Additionally, each company must complete their unique Personal Leave Message that will appear on the individual employee eligibility form. The Personal Leave Text Message can be entered by those staff within your company who have been given security access. To enter the specific message, access Compensate Employees-Administer Base Benefits-Use-Personal Leave Text Msg. If selecting this panel for the first time, select "ADD" mode; if a message "Record Already Exists" appears, simply access the panel through "Update/Display". To make a change to the notice message, select "Update/Display" and enter the change. The actual Personal Leave Totals Verification notices will be printed and sorted by Company, Mail-drop and employee name.

Each company must complete their unique Personal Leave Text Message no later than Tuesday, December 5, 2000.

To enter employee Personal Leave Elections, access Compensate Employees-Administer Base Benefits-Use-Personal Lv Elects by Dept. The panel that appears will show only those employees within each Department ID who qualify for personal leave. The maximum number of hours that each employee is eligible to convert is displayed on the panel. The user is to enter the actual Personal Leave Election, if any.

The Personal Leave Election process will be run January 7, 2001 (January 9 for DOT). All elections must be entered prior to that date. At the time the process is run, any Personal Leave Balances remaining from the prior calendar year, will be deleted. If the employee is not enrolled in the Personal Leave Plan in Phoenix, the system will automatically complete the enrollment. The user is not required to do so. For the new year, employee Personal Leave Elections will be subtracted from Sick Leave. Once the process runs, the Sick Leave hours converted will be added in the Sick Leave Adjusted YTD field.

11/28/2000 - Personal Services Projection Changes

Effective November 27, 2000, two system changes that affect the Personal Services Projection report will be migrated to production.

Currently, the system uses the Last Pay Period Date for both calculating the actual fiscal year-to-date cost and projecting the remainder of the fiscal year on the report. When calculating the remainder of the fiscal year, the system reads the salary in Job Data as of the Last Pay Period Date. For example, if the Last Pay Period Date is 11/30, the system reads the salary in Job Data that is in effect as of 11/30. Any salary changes effective 12/1 are not included in the projection.

The Effective Date has been modified to add one day to the Last Pay Period Date entered on the Budget Projection Parameters panel when reading Job Data. This will give a more accurate projection by including those salary changes effective the day after the Last Pay Period Date. Using the example above, the system will read any 12/1 salary changes in Job Data for projecting the remainder of the fiscal year on the report.

The second change to the Personal Services Projection reflects the 2001 OASDI Social Security wage base increase. The maximum amount of earnings subject to OASDI Social Security has been changed from $76,200 to $80,400.

If you have any questions regarding the above changes, please call or e-mail HRMS System Support at 404-657-3956 or DOASHRMS@doas.state.ga.us, respectively.

11/17/2000 - HRMS Agency Support Help Desk - Requests to Delete or Correct Job or Position Data Rows

While validating the October salary increases it became apparent that what had appeared to be errors or inconsistencies were, in a number of cases, actually the result of Job Data rows having been deleted at various times during the processing.

Further research indicated that requests for the HRMS Agency Support Help Desk to delete Job Data and Position Data to correct actions had become alarmingly commonplace. In the past six months, nearly 2700 Job Data rows (450+ per month) had been deleted along with an indeterminate number of Position Data rows. This was despite the creation of a number of "repeal" Action Reasons so agencies could correct their own transaction errors. In addition, review of the request paperwork itself showed limited documentation for why the row deletions or corrections were necessary, or even specifically who requested them.

The deleting or changing of rows, rather than insertion of correcting rows, has raised concerns or problems in a number of areas. The first is in Phoenix HRMS' ability to meet audit standards. Phoenix Job Data rows need to reflect the actual employment records for each individual in the system.

The deletions, as well as corrections to existing rows, can also significantly impact Payroll records by producing "orphan" payroll data (e.g., retro payments where there is no support on Job Data for why the pay was originally changed; annual leave payout when the employee appears never to have been terminated, etc.). There can also appear to be erroneous payroll actions, which were actually not done by Payroll at all.

Deleting rows has also resulted in incorrect or incomplete data being sent to the FLEX and Service Award systems-presenting a number of problems.

Given the above considerations and concerns, and having been "live" for over a year, we believe it is time to return to a more restrictive use of correction and deletion-much as it existed in GEMS for 20+ years. We will also require more substantive documentation for such actions. In effect, it is a return to the use of "repeal" at the agency level, with a very limited number of well-documented permanent corrections/deletions/insertions performed at the central support level.

Upon distribution of this communication our procedures will change as follows:
Agencies will be expected to correct as many Job and Position Data actions as possible themselves by inserting a row and using the established "correct" or "repeal" Action Reasons (see list below).

For those actions that the agency cannot correct themselves, a standard change request form must be submitted to the Phoenix HRMS Agency Support staff.

The request form must specify the changes the Agency Support Help Desk is to perform AND an explanation of why the agency cannot correct the problem themselves as indicated in (1). Requests without this explanation will be returned.

The change request form must be signed by the requestor AND an authorizing supervisor or manager. Requests without an approval signature will be returned.

Beginning December 1st, the authorizing signature will be validated against a list of approved supervisors/managers provided by each agency. Phoenix sponsors should submit this list to me sjerniga@doas.state.ga.us as soon as possible. This list should include (1) Name, (2) Job Title, (3) Phone Number, (4) Fax number, and (5) E-mail address. If the individual's authorizing authority is to be restricted to certain employee populations or actions, please include that as a comment. After December 1st requests containing approval signatures of individuals not on the agency-approved list will be returned.

To assist both agencies and the Help Desk in documenting the addition or correction of rows, a new Job Data 4 panel will be created. This panel will automatically include the operator ID and date/time stamp of the transaction and offer a large "Comments" field for recording information explaining a transaction or purpose for inserting or changing of a row of data.

Using the Change Request Form: The form can be printed, all fields completed by hand, and faxed to the Agency Support Help Desk.

The form is a Word document. The fields can be completed in Word, saved and attached to an e-mail sent to the Agency Support Help Desk. When emailing the form, type the requestor's and authorizing individual's name in the "Signature" field, as well as in the name fields. THE E-MAILED FORM WILL ONLY BE PROCESSED IF THE E-MAIL ADDRESS FROM WHICH IT WAS SENT MATCHES AN E-MAIL ADDRESS ON THE AGENCY'S AUTHORIZED LIST.

The email address and fax number appear on the form.

Correction and Repeal Action Reasons The following are the most commonly used correction and repeal Action Reasons:

DTA CFL Change FLSA Status

DTA	CFI	Change FICA Status
DTA	TXL	Change Tax Location
DTA	CSH	Change Standard Hours
DTA	CSD	Change Service Date
DTA	CJ1	Correct Job Data 1 Information
DTA	CJ2	Correct Job Data 2 Information
DTA	CSC	Correct Salary/Compensation Info
DTA	CBB	Correct Annual Benefit Base Rt
DTA	CER	Correct/Add Empl Review Rating
REH	RTA	Repeal Incorrect Terminatn Actn
TER	RHA	Repeal Incorrect Hire Action

A manual containing a comprehensive list of all Action Reasons and a description of their appropriate use will be distributed shortly.

11/09/2000 - W-2 Processing For Tax Year 2000

Employee W-2's for 2000 will be laser printed and sealed, making an 8 ½ x 5 ½ envelope, and an Employer File Copy will be produced on laser paper. Plans are for W-2's to be generated the weekend of January 19, 2001. Download a year-end processing calendar that shows all pertinent dates for processing W-2's. The calendar also lists the dates of when reports critical to W-2 processing will be generated.

The mailer is for magnetic media reporting only. Your agency may want to order some of the standard 2000 forms (including W-3) for paper reporting plus a supply of the correction forms (W-2c, W-3c) in case errors are found after the data is transmitted. Blank W-2's can be obtained from the Internal Revenue Service Forms Supply (1-800-829-3676).

Two W-2 forms will be printed if an employee has both Regular Employment (subject to OASDI and FICA/MHI) and Medicare Employment (subject to FICA/MHI). This means that all employees who had a deduction for FICA/MHI during the year and then became subject to OASDI will have two W-2's.

The codes in Block 13 for Imputed Income, Deferred Compensation, Excludable Moving Expense and Military Allowance are as follows:
C - Imputed Income

G - 457 Contributions

D - 401(k) Contributions

P - Excludable Moving Expenses

E - 403(b) Contributions

Q - Military Allowance

The instructions for Block 13 state that only three of these informational items can be printed per form. If an employee has four or more of these items, an additional W-2 will be printed for the additional items with zero amounts in all the money fields except for Block 13.

FINANCIAL SYSTEMS SOLUTIONS IS RESPONSIBLE FOR REPORTING THE W-2 INFORMATION TO THE SOCIAL SECURITY ADMINISTRATION. DO NOT FILE PAPER W-2'S AND A W-3 FOR THE SAME INFORMATION THAT IS BEING REPORTED BY ELECTRONIC TRANSMISSION.

Effective Tax Year 1999, Form G-3 is not required. Financial Systems Solutions is responsible for reporting the W-2 information on magnetic tape to the Department of Revenue. All agencies are reported on one tape.

The information that is sent to the Social Security Administration (Magnetic Media reporting Forms 6559 and 6559A) and the Department of Revenue (Magnetic Media reporting Form G-1000 and G-1000A) is also sent to the State Audit Department so your auditor should have this information when your records are audited next year.

Federal and State Employer identification numbers that were used last year will be used this year. The employer return address that is printing on your checks (3 lines only) will be used for Employer Name and Address on W-2's. Please let us know in writing if there is a change in any of this employer data for 2000.

Agencies will need to notify the HRMS Helpdesk (fax 404 463-5089 or e-mail doashrms@doas.state.ga.us) for a listing of deceased employees. From this list you will need to verify that if a beneficiary was paid any wages during the 2000 calendar year a 1099MISC form will need to be produced. Also, the deceased employee's Federal and State Taxable Gross Wage will have to be corrected by processing a manual check entry (Business Process PAY1002). As a reminder, refer to the IRS "Instructions for Form W-2" or the "Circular E, Employer's Tax Guide" for guidance in reporting wages for deceased employees.

"REISSUED" 2000 W-2's will be printed for forms that are lost or destroyed. Reissued W-2's for Tax Year 2000 will not be processed until after February 1, 2001. Reissued W-2's will be printed on Tuesday and Friday nights through April 15. After April 15th, reissued W-2's will be printed the last State work day of the week. The first print job will be Friday, February 2, 2001. Starting this year, agencies can now request reissued W-2's for multiple years. W-2's generated through PeopleSoft will be retained on the system for viewing and reissuing. Therefore, this year, an agency can request tax year 1999 or tax year 2000 reissued W-2's. When requesting reissued W-2's, please provide the following information: Tax Year, Company, Social Security # (no dashes), Name (Last, First, MI), and EmplID. You may download a blank reissued W-2 request form. Forms will need to be sent to the HRMS Helpdesk (fax 404 463-5089 or e-mail doashrms@doas.state.ga.us) by 3:30 pm to be included in the next batch run. Reissued forms will be available the next business day after the print job.

Reminder: Year-End Processing Learning Labs are scheduled from November 27 through December 8, 2000. If someone from your agency has not already registered, please do so using the Phoenix web registration system as soon as possible.

If you have any questions concerning any of these procedures, please call Sandra Parrish or Tim King at 404 656-2133.

11/07/2000 - Update on HR changes

To meet the specifications for "New Hire" reporting, the Address1, City, State and Zip fields are now REQUIRED on the Personal Data 1 panel.

When manually entering a Job Data row with the Action Reasons of PBI or BPI, the Employee Review section of Job Data 3 is now REQUIRED.

The following new Action Reasons have been added for use on Job Data 1:
Suspension/CCA - Suspension with Pay pending criminal court action

Data Change/CER - Correct/Add Employee Review Rating

Rehire/RTA - Repeal Incorrect Termination Action

The following HR reports are now available:
Manage Positions - these are accessible to those with the MAHRPCA1 (Add Position Data) operator class.
Active Position History - HRxxx004

Incumbent Position History - HRxxx0261

Active/Inactive/Vacant Position - HRxxx0002

Administer Training - this report is accessible to those with the MAHRTA1 (Training Administration) operator class.
Employee Transcript - TRxxx0384

Administer Workforce - These reports are in a new Operator Class MAHREDR1 - HR Employee Data Reports. Some of these, as well as future reports that may be added to this class, CONTAIN INFORMATION THAT IS CONSIDERED SENSITIVE OR CONFIDENTIAL. Because of this you should consider seriously limiting the number of users with access to this class. An updated security application for such individuals must be submitted.
Employee Work Phone Listing - HRxxx0011

Employee Home Address Listing - HRxxx0020

Years of Service - HRxxx0003

All of the above are on-demand reports distributed through InfoPac/Document Direct.

Batch processes have been developed which permit (a) moving employees/positions from one department ID to one or more other department IDs within a company, and (b) moving employees/positions from a department ID in one company to one or more department IDs in another company.

Within a losing department ID, users can select groups of employees/positions to be processed based on combinations of Maildrop, Location, County, Paygroup and Job Code. Values for Maildrop, Location, County and Paygroup can be changed when they are sent to the gaining organization. There are also various controls for determining leave balance transfer, year-to-date position cost and classified status.

The process for consolidating the records of employees with multiple Employee IDs and Social Security numbers in Phoenix has been completed. The corrections of the 200+ records already identified will be completed by year-end.

The following are the results of the October salary increase process for the SWD, MD1 and SRE salary plans:
Types of Increases (as of 10/24/2000): Job-Based Increases 7832

Full-Target Increases 2149

Partial-Target Increases 7987

Performance-Based Increases 63390

S P Board Increases 2182

Distribution of Rating Scores: Did Not Meet 420 0.6%

Meets 52354 80.6%

Exceeds 11232 17.3%

Far Exceeds 914 1.4%

If you have any questions, please call the HR Help Desk, or contact Ron Ulm at 404-657-6569 or roulm@doas.state.ga.us.

11/02/2000 - Retirement Reports

Retirement Reports PYxxx0555x, PYxxx0556x, and PYxxx0557x were rerun Tuesday, October 31, 2000 for all agencies which normally have reports produced the 28th of the month. New reports have been distributed through InfoPac, and agencies should have printed copies. Please discard reports dated October 28, 2000 and use figures from the new version. If you have any questions, please call the HRMS Helpdesk at 404 657-3956.

10/30/2000 - Default Account Code Table and Update Department Budget Table Report

Download these two doc's designed by the HRMS development team to eliminate erroneous distributions created when a Department (organization) in the Department Budget Table is not associated with an Account Code: Default Account Code Table communication

Sample Update Department Budget Table report

10/20/2000 - Savings Bonds

As we have gained experience using the Savings Bond Process in PeopleSoft, we realize the delivered process will require more agency operator review and validation of an employee's record.

One bond issue of great importance is when changes are made to the Bond Specifications panel.

When making changes on the "US Savings Bond Spec" panel (which is located under "Go, Compensate Employees, Maintain Payroll Data US, Use"), you must always make sure that the employee is not in the middle of a bond cycle; that is, that they have funds deducted towards the purchase of a bond, but they haven't accumulated enough to purchase the bond. Always check the "US Savings Bond Activity Log" panel (which is located under "Go, Compensate Employees, Maintain Payroll Data US, Inquire") to see where the employee is in the bond cycle. Be sure to check the log completely for numerous owners (they are in bond owner order, then paycheck date order).

An example would be that the employee has elected to have $40.00 deducted each pay period for bonds. The employee has elected to purchase bonds for owner id #1 and owner id #2. The employee has also elected to split bond deduction amounts evenly between the two owners. This means that each owner will receive a $20.00 credit towards the purchase of a bond every pay period. If the employee originally selected a $100.00 Series EE bond, the purchase amount is $50.00. A bond will be bought for each owner when $50.00 is accumulated in each owner's balance. If the employee wants to change the bond amount to $200.00 after two pay periods, your agency must make some decisions. Each of the two owners would have $40.00 in their log, displayed under the "Remaining Balance" field. Some options for handling this situation are listed below:

You could do two Reversal/ Adjustments to give back the $80.00 to the employee (this eliminates the labor distribution issue below). THEN you could change the information in the US Savings Bond Spec panel to reflect the new $200.00 amount for future pay periods.

You could wait until the accumulated balance (remaining balance) for each owner is at 0.00 (In this scenario you would have to wait 3 more pay periods to get to 0.00 in the balance, a total of 4 bonds would be purchased; 2 after one pay period and 2 more after the third pay period). After these pay periods process, then you could change the information in the US Savings Bond Spec panel to reflect the new $200.00 amount for future pay periods.

You could change the amount to deduct just enough to purchase a bond for each owner and leave no "remaining balance". In this case you would want to change the deduction amount to $20.00 which would give each owner $10.00 and thus purchase a bond for each owner. After this pay period, you would change the deduction amount back to the original $40.00 and you would change the information in the US Savings Bond Spec panel to reflect the new $200.00 amount for future pay periods.

You could stop the bond deduction and refund the $80.00 directly on the payline for the next "on cycle" check (this doesn't create a labor distribution problem since the check will have gross wages). After this pay period, you would change the deduction amount back to the original $40.00 and you would change the information in the US Savings Bond Spec panel to reflect the new $200.00 amount for future pay periods.

You could refund to the Employee the $80.00. (If you do an on demand or manual check that is a straight refund, you may encounter labor distribution issues to consider since this would be a zero earnings check). THEN you could change the information in the US Savings Bond Spec panel to reflect the new $200.00 amount for future pay periods.

As you can see, the system has flexible solutions. The point is that any time you change anything in the bond spec panel, you will need to review the impact on the bond log panel.

If you simply change the US Savings Bond Spec panel without considering the impact on the log panel then you may very well "freeze" funds in the system. Those funds DO NOT automatically roll over to the purchase of the new $200.00 bond amount. We are working on a query to identify the employees with idle/frozen bond funds in PeopleSoft and will notify affected agencies within the next couple of weeks.

Another bond issue of great importance is when employees transfer. We are currently revising the business process and will notify you as soon as it is ready. As a preparatory measure, before you transfer an employee out, verify that the employee does not have a remaining balance. If there is a remaining balance, then you may want to consider the preceding options before doing the transfer.

If your agency discovers a bond balance for an employee after a transfer out has already been done, then you will have an excess trust fund balance. You will need to manually transfer these funds to the gaining agency via A/P check made payable to the gaining agency, since the bond will continue to automatically deduct at the gaining agency. When enough money is collected to purchase the bond, the gaining agency pays the Federal Reserve for the full purchase price. The trust account balance for the gaining agency is less than what it should be. The A/P check will adjust the trust accounts for both the gaining and losing agencies. We are currently working on identifying these employees and will notify affected agencies within the next couple of weeks.

Please contact the Phoenix HRMS helpdesk at (404) 657-3956 for assistance resolving Savings Bond issues.

10/18/2000 - Payroll Warning Message

Download information about a Payroll Warning Message Report, created to run nightly for agencies who have had pay sheets created.

10/12/2000 - September Retirement Report

The PYxxx555x report (Retirement Report) for September was run last night, October 11, for all agencies. PNA Actual column was calculated incorrectly for some employees on the September report. If there are any questions please call the HRMS Helpdesk at 404 657-3956.

09/28/2000 - Agency Batch Processing

All batch processing for 10-1-2000 salary increases are complete. All reports have been printed and are available for viewing on Document Direct, if necessary. Agencies should validate these reports and begin processing corrections or other personnel actions effective for this pay period. Thank you for all of your hard work in this salary increases processing effort. The limited number of errors encountered in our processing reflects this.

09/28/2000 - HRMS Quarterly Reports

To payroll staff: The following reports are scheduled to run Friday night (09-29-00):
Unemployment Reports: TXxxx0002 - Quarterly State Employee Wage Listing

TXxxx0004 - Multiple Worksite Report

TXxxx0810 - Ga Qtrly U/I Wage List

Remember, DOAS creates the Unemployment tapes and is responsible for sending them to the Dept. of Labor as well as to the Risk Management Section of DOAS.

The Multiple Worksite Report has been changed for some agencies to use the SIC codes provided by the Dept. of Labor instead of using the standard default code of 9199. In the future, the SIC codes will be used on all reports.

Additional reports running Friday night: TXxxx0010 - Quarterly Tax Summary - this report summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes.

TXxxx0100 - W-4 Exemptions Report - this report lists those employees who are exempt from federal tax withholding: They file more than 10 exemptions.

TXxxx0900 - W-2 Annual Reporting Error Listing

09/26/2000 - Correction manual for salary increases

Download into a Word doc the user guide that will help you correct the records of employees eligible for October 1 salary increases. The salary increase processes will be run tomorrow night; you will need to follow these instructions for correcting employees' information on Thursday, 9/28/00.

This document will assist you in correcting the following types of employees' records:
employees who were not processed - see Page 1

employees who were processed with the wrong increase amount (e.g., because of an incorrect Job Code or Employee Review score or Salary Plan/Grade/Step) - see Page 8

employees who were processed but should not have been processed - see Page 9

09/26/2000 - Payroll Run Calendars and HRMS Timing Schedules

Into a Word doc, download the HRMS timing schedule for October, November, and December. The Excel file contains the calendars showing scheduled payroll runs.

9/25/2000 - Employee pension consolidation panels

We have modified the security routine used to access employee pension consolidation panels. You are now able to view employee pension consolidation information on those which have transferred from your agency to another. This change is effective as of today.

9/19/2000 - GBA Parking Deductions Changes

GBA parking update program will run tonight, September 19, 2000, to return rates to amounts prior to Ozone season. Rates will be determined by a file received from GBA. Report PYxxx0560, Deduction Rate Change Sept, will be produced and distributed through InfoPac. Please review errors and make corrections prior to confirm night. Employees who have paysheets already created will have their 'calc required' flag marked and will be included in the nightly calculation process and results will be available (Wednesday morning 09-20-00) on calculated checks for paycheck date 09-30-00. If there are any questions please call the HRMS Helpdesk at 404 657-3956.

9/15/2000 - Account Code Table Enhancements

Effective Sept. 18, the enhancements to the Account Code Table contained in this doc will be migrated to the production database.

9/15/2000 - Position Budget Enhancement

Download a Word doc that contains new information about Posn Budget Info panel under Manage Positions.

9/15/2000 - Position Budget Enhancement

Download a Word doc that contains new information about Posn Budget Info panel under Manage Positions.

9/15/2000 - New Deduction Codes

The following Deduction Codes have been added to HRPROD:
PRKCPS Central Parking Sys-After Tax

PRBCPS Central Parking Sys-Before Tax These codes will generate an Accounts Payable voucher in Phoenix PeopleSoft Financials payable to Central Parking System, 150 Carnegie Way, Atlanta GA, 30303 (vendor # 0000015363, Location 004). The Chart of Account will be 215131.

MCCTA Cobb Comm. Transit-After Tax

MCCTB Cobb Comm. Transit-Before Tax These codes will generate an Accounts Payable voucher in Phoenix PeopleSoft Financials payable to Cobb Community Transit, 450 N. Cobb Parkway, Marietta GA 30062 (vendor # 0000038737, Location 001). The Chart of Account will be 215140.

PRKAGY Agency Parking-After Tax

PRBAGY Agency Parking-Before Tax These two codes are to be used for agency assigned parking space reimbursement. These codes will not generate an Accounts Payable voucher in Phoenix PeopleSoft Financials. The Chart of Account will be 215132. These codes should be handled the same as State Property Retrieval. If there are any questions please call the HRMS Helpdesk at 404 657-3956.

9/13/2000 - Salary Planning Procedures

Download a Word doc that outlines the system schedule and procedures for implementing salary increases.

9/11/2000 - HRQUERY

Effective immediately, agencies can request access to the new Phoenix HRMS query database - HRQUERY. Access will be provided only through a Citrix connection to Peoplesoft and to a limited number of people within each agency. This will be an evolving process where a select group of Core Tables from the HRMS system will be made available for query access, with others added as needs are identified. Initially, those tables containing the same data provided on the Phoenix extract files will be made available. These extract files are currently distributed to approximately 20 agencies. A goal of the Phoenix HRMS project team is to eventually stop creating extract files once agencies are successfully retrieving the necessary data using the query database.

To protect the sensitive nature of the information in the system, it is each agency's responsibility to ensure the appropriate people are given access to the query database. Once an operator is provided access to the query database for your agency, this operator will have the authority to run queries against your entire employee population. Initial access will be to execute "Run Only" queries. These will be pre-defined queries created by the Phoenix HRMS team. No special expertise will be needed in order to run queries.

Some "Run Only" queries have already been developed for agency use. The output from these queries can be routed to a list box within PeopleSoft or to Excel. Download a query list containing Phoenix HR, Benefits and Payroll queries, along with instructions on how to run them. As additional queries are completed, the list will be updated.

No PeopleSoft HRMS panels will be available in this query database except for those required to access the queries. Initially, this query database will be available the same hours as the production system. These hours will be extended as soon as it is determined that the execution of large queries will have no impact on our production batch processing. The query database will be refreshed with data from the production database each weekend. The data will remain static during the week, so if you execute a query on Monday and again on Friday of the same week, the results should be identical.

Use this form to submit your request for access to the Phoenix HRMS Query Database; complete it and send to Lisa Johnson, at lljohnso@doas.state.ga.us.

As your agency identifies additional query needs, please submit these requests to Sterling Jernigan, at sjerniga@doas.state.ga.us, Phoenix HRMS Project Manager, or fax them to 404-651-5113. Be sure to identify the request as one for the query database.

The Phoenix HRMS team is excited to be rolling out this new functionality to you and hopes it will assist your agency in meeting its business needs. The next phase of the query rollout will be to provide the authority to create queries. More information on this phase will be provided to you later this year.

9/06/2000 - PACS/GEMS

The last day to inquire into the PACS/GEMS on-line system will be Friday, September 29, 2000. Enhancements are being made to the mainframe system that would require changes to PACS/GEMS on-line displays. With PeopleSoft now in production for almost a year, the changes will not be made. Although the on-line system will not be available, we will continue to maintain the databases for a period of time before we archive the data.

9/01/2000 - Retirement Message

The August Retirement PYxxx0555x report will be rerun tonight for all agencies. The report will now show the salary amounts for those employees on Defined Contribution Plans. Please verify the new report. If there are any questions please call the HRMS Helpdesk at 404 657-3956.

8/29/2000 - Pensionable Earnings Panel & Benefits Report

Download the annual update to the Pensionable Earnings Panel (PEP). Information is also included about a new Benefits Report.

8/23/2000 - Salary Planning Tool Update #1

A. Refreshing Salary Planning Tool Employee Data
In the July demonstration sessions on the Salary Planning Tool it was indicated that data refreshes would be provided. These data refreshes (1) add to the SPTool database new employee data for new hires and transfer-ins; and (2) update employee data of current employees who have had salary or other changes since the data was pulled on July 15th. It will NOT DELETE employees who have terminated or transferred-out since that date.

You may either enter changes to employee data manually (using the "Add, Delete, Edit Employee Data" function of the Salary Planning Tool), or import refreshed data into the SPTool. The volume of your data changes will probably determine which is the simplest.

If you choose to use the refreshed data, the process for downloading it, importing it into the SPTool, and applying the increase parameters to the employee database is the same as that which you did for the original install. (Remember, you MUST perform the "Apply Salary Planning Tool Data to Employees" step for the tool to calculate correctly based on the new data.)

Loading the refreshed data will not change the rating scores you have already entered for employees. However, for maximum safety YOU SHOULD BACK UP YOUR DATABASE FILE BEFORE REFRESHING THE DATA. This file is normally located in the "Database" folder/directory where the SPTool was installed. It is labeled "SALPL.MDB". (You should actually be backing-up this file daily as you finish data entry.) Make a copy of this file to another drive or folder. If you cannot find the file, or do not know how to copy a file contact your LAN administrator or the Salary Planning Tool Help Desk.

Refreshed employee data files will be available on the Phoenix web site on Tuesday, August 29, 2000; with a final data refresh available Tuesday, September 12, 2000.

B. Preliminary Testing of the Salary Increases in Phoenix
Preliminary testing of importing the Salary Planning Tool data into Phoenix and creating the appropriate Job Data, Employee Review, Additional Pay and Pensionable Earnings rows will be conducted the week of September 11, 2000.

We would prefer to run these tests with "real" data from the SPTool, rather than test data. To assist us in this process, we request that you do a preliminary export of your SPTool data and upload it to the Phoenix web site by September 8, 2000 (instructions are in your user guide and on the Phoenix web site; or call the Salary Planning Tool Help Desk). Your data entry does not need to be complete for us to use your data, and this does not need to be your final upload. We do plan to run error and update reports on this preliminary data and distribute them through InfoPac/Document Direct. This will allow you to make any necessary corrections.

YOUR FINAL EXPORT AND UPLOAD OF SALARY PLANNING TOOL DATA MUST BE COMPLETED BY CLOSE OF BUSINESS FRIDAY, SEPTEMBER 15, 2000.

Final testing and distribution of error and update reports will take place from September 18-September 26. The final salary update process in Phoenix is scheduled for the night of September 27th.

As an additional reminder, we recommend that agencies NOT process any transactions affecting employees' pay effective September 15 - October 1. Any transactions on or after September 15 will require calculating appropriate increases manually and creating a number of rows on different panels in Job Data, Employee Review and Pensionable Earnings. This is an error-prone process and must be done only on or after October 1, 2000. Additionally, no future dated transactions effective October 1 or after which impact employees on the SWD, SRE or MD1 salary plans should be entered into the Phoenix system until September 28th or later.

For assistance or questions concerning this information, please contact the Salary Planning Tool Help Desk at 404-656-2720.

8/21/2000 - Mass Updates of Employee Additional Pay

A new process has been created within Phoenix HRMS to do mass updates of additional pay records. The program will handle adding new additional pay, changing existing additional pay, or deactivating additional pay. This will be a central office maintained process based on written agency request for update.

The program will run in a nightly batch process. It is designed to target a unique group of employees who have one or more common characteristics, such as Pay Group, Job Code, Dept id, or are grouped under the same Department Tree Node and/or an existing additional pay earnings code.

Create Additional Pay - The information needed is the following: The earnings code to be added

The effective date the earnings are to begin

The employee target group (any combination of):
a. pay groupb. job code c. deptid or tree node (for multiple deptid processing)

One of the following options for the additional pay amount:
a. a fixed dollar amount b. a percentage of regular earningsc. a percentage of another additional pay earnings code (and the code to use)

Is the additional pay pension eligible or not

What pay periods to pay the additional pay on (first, second, third, fourth or fifth).

The create process will not add an additional pay, if an employee already has the additional pay earnings code in their record.

Change Additional Pay - The information needed is the following: The earnings code to be changed

The effective date the earnings are to change

The employee target group (any combination of):
a. pay group b. job code c. deptid or tree node (for multiple deptid processing)

One of the following options for the additional pay amount:
a. a fixed dollar amount b. a percentage of regular earnings c. a percentage of another additional pay earnings code (and the code to use)

Whether the additional pay amount should replace the existing amount or add to the existing amount.

Employee must have the active additional pay already set up in order to be processed for mass change.

Deactivate Additional Pay - The information needed is the following: The earnings code to be deactivated

The effective date the earnings are to end

The employee target group (any combination of): a. pay group b. job code c. deptid or tree node (for multiple deptid processing)

Employee must have the active additional pay already set up in order to be processed for mass deactivate.

We request that at least 25 employees be in each target group to be processed. For additional information please contact Sylvia Silas at 404-463-6330 or Chuck Heery at 404-651-9166.

The deadline for coordinating any changes to additional pay with the October 1 salary increase is September 15, 2000; during other times of the year, we will need at least 30 days notice prior to the effective date. Please send your request for processing to Sylvia Silas or Chuck Heery.

8/14/2000 - Security changes to access employee pay lines

The security routine used to access employee pay lines has been modified. You should now be able to Add/Update Paysheets and use Payline with Security for your employees who have transferred to other agencies. In addition, the Inquire Paycheck Data and Paycheck Summary panels will also allow viewing of all paychecks issued by your agency. If you have any difficulty in accessing an employee's record, please contact the HRMS helpdesk for assistance.

8/02/2000 - Salary Planning Tool

As indicated in a joint memorandum from GMS and OPB dated May 25th, data necessary to process this year's GeorgiaGain and related salary increases will be obtained through the use of a software application called "State of Georgia Salary Planning Tool 2000". All agencies with a significant number of employees on the SWD, SRE and MD1 Salary Plans are expected to use this tool to collect and submit their data to Phoenix for processing.

Failure to utilize the SPTool will require the agency to manually calculate and enter the variety of increases which may be applicable this year to employees on these salary plans. This will be a complex and error-prone activity; involving determining the increases for which the employee is eligible, computing the amounts, then entering up to three rows on Job Data, inputting the performance ratings on Plan Salaries, and updating Pensionable Earnings. Not using the SPTool will also preclude possible automated updating of supplemental/additional pays for affected employees.

The Salary Planning Tool has been available on the Phoenix web site since July 17th, but a number of agencies which have significant numbers of employees on the SWD, MD1 and/or SRE salary plans have yet to request a user ID and password to download the software and agency data. If your agency is one of these, and you are not prepared to enter the increases manually, please contact the Salary Planning Tool Help Desk (NOT the Phoenix Help Desk) immediately at 404-656-2720 and ask for Jeff Maile, Dorothy Gordon or Jacquie Richardson. They will provide your ID and password and any additional information you may need.

IMPORTANT SOFTWARE UPDATE FOR INSTALLED USERS of the Salary Planning Tool:

Version 1 of the Salary Planning Tool did not calculate some of the "grand totals" correctly on some of the reports. A software patch has been prepared to correct this problem. If you have already installed Version 1 of the software (downloaded before August 1st), you will need to download and install this patch if you plan to run the summary reports. (If you have downloaded but not installed Version 1, delete that file and download and install Version 2.)

This patch is available from the same Phoenix web site location as the original SPTool. This patch will NOT affect employee rating data already entered into the SPTool database. However, for maximum security you should make a copy of your SPTool database and store it in a different directory or drive before installing the patch. (You should also do this regularly during the data entry phase for maximum data protection.)

The database will normally be located in the "database" subdirectory of the location where the SPTool was installed (e.g., c:\salary planning tool\database); although this may differ for network installations. Contact your LAN administrator if you cannot locate the file. Copy and save the salpl.mdb file to another location . After installing the patch you will also need to rerun the "Apply these values to all employees" process under "Review, Edit, Apply SPT Setup Data".

IF YOU HAVE ALREADY INSTALLED VERSION 1 OF THE SPTool, AND HAVE ENTERED EMPLOYEE DATA, DO NOT INSTALL VERSION 2 INSTEAD OF THE PATCH. THIS WILL DELETE ANY DATA YOU HAVE ENTERED.

Again, for assistance or questions please contact the Salary Planning Tool Help Desk at 404-656-2720.

7/25/2000 - New Benefits Operator Security Class for Leave Usage Code Access

Based on user requests to limit access to the Leave Usage Adjusted and Donated codes, a new operator security class has been developed and an existing operator security class has been redefined.

MABELUE1: Currently, this existing class has provided users access to the Leave Usage panel to enter all leave usage codes. Effective August 14th, the class will allow access to the leave taken, earned, and paid codes. These codes include ALT, ALP, SLT, PLT, GAT, GAE, FLT, FLP, FLE, M1T, M2T, HDT, HDP, HDE, FOT, KDT, and DRT. If a user in this operator class attempts to enter a leave code for an adjustment or donation, an error message will appear, "You do not have security access to use this leave code. Contact your company Leave Administrator."

MABELUE2: This new class will provide users access to the Leave Usage panel to enter Adjusted and Donated leave usage codes only. These codes include ALA, ALD, SLA, SLD, PLA, PLD, GAA, GLA, M1A, M2A, HDA, FOA, PUA, KDA, DRA. Access to other leave usage codes is denied.

The MABELUE2 class is now a copy of all users currently set up in the MABELUE1 class. Thus, if you do not desire any changes from the current set-up for your users, you do not need to contact us.

However, should you want to change access to enter Leave Adjustment and Donated codes only, you must do the following:
Determine the operator ID's of the users who require access to MABELUE2.

Send this list to Gwen Gable at the Phoenix Project at GWGABLE@doas.state.ga.us as soon as possible and preferably no later than August 8, 2000.

All other users will be removed from MABELUE2.

The new operator classes should be available beginning Monday, August 14, 2000. Once again, as long as you want your existing users to maintain their current security set-up, you do not need to contact us. However, if you want to limit access to the Leave Adjustment and Donated codes only, or have any questions, please contact Gwen Gable, at (404) 463-6317.

7/20/2000 - ERS Pension Consolidation Panels

In order to help the payroll offices with the reconciliation of ERS pension information, access has been given to the Pension's Consolidation panels for Earnings and Contributions. Those employees which have access to the PayLine in the Payroll office and those which can update the Pensionable Earnings Panel can view the new panels. To access them: Go, Compensate Employees, Administer Pension Plans, Use, Consolidations, Update/Display. Please download examples of the panels: Contribution

Earnings

If you have any questions concerning these panels, please contact ERS. Access to these panels is effective immediately.

07/14/2000 - New Payroll Report - Garnishment Deductions Report (PYxxx0414)

A Garnishment Deductions Report (PYxxx0414) has been created to run after every payroll confirm. The report details the garnishment deduction information for that pay cycle. It lists the Employee ID, Name, Deducted Amount, Garnishment Amount, Fee, Payee Fee, Garnishment ID, Payee Name, Court ID, Stop Date, Limit Amount and Limit

Balance. There is an * to indicate that the check was an off-cycle check. Blank deduction or garnishment amounts could signify that the employee did not have enough net pay to take the withholding, the amount was limited by the calculation based on the garnishment specification setup, or that the amount could not be calculated for some other reason. In these cases, we suggest that all blank amounts be researched fully, to insure that the garnishment calculation met the court's specifications. The report will sort alphabetically by pay period ending date, pay group, and garnishment type. It prints in landscape format from your browser.

07/10/2000 - New Benefit Processes, Reports, and Panels

New Leave Balance Snapshot Panel
Effective July 1st, 2000, a new Leave Balance Snapshot panel is available to users. The navigation to this panel is: GO-Compensate Employees-Administer Base Benefits-Inquire-Leave Usage History-Leave Balance Snapshot. Users with security access to the Leave Usage History panel will be able to access the new Leave Balance Snapshot panel. It will display the employee's Name, EmplID, Employment Record #, an "As of Date,' and leave activity data for each Leave Plan type (e.g., 50, 51, etc). The "As of Date" will be the end of each month (July 31, August 31, September 30). Employee leave balances will be captured each month, after the company's (agency's) Leave Forfeiture process is completed.

Fiscal Year End Leave Liability Report
After the end of each Fiscal Year, Phoenix will generate the "Fiscal Year End Leave Liability Report", BNxxx0580. This report will run after the company's leave forfeiture process is completed in July. The report will show three leave plans: Annual Leave (Plan Type 51), FLSA (Plan Type 5S) and Holiday Deferral (Plan Type 5V). Employees in Active, LOA, or Suspended employment status on June 30th of the Fiscal Year who are in companies 401-999 will appear on the report. NSP companies will not receive a report.

If, at the time the report is run, an employee has a balance in all three of these leave plans, a separate dollar figure will appear for each of the leave plans. If, however, at the time the report is run, the employee has a balance in only one of these leave plans, the other two plans will reflect a liability of zero. If, at the time the report is run, the employee is enrolled in any of these leave plans but has no balance in any of them, the employee's leaves will show zero liability on the report.

The max Effective Dated row on Job Data 3 will be used to calculate the potential Leave Liability as of June 30th. The Hourly rate of compensation on Job Data as of June 30th will be used. As long as the employee was active as of June 30th, the employee will be included in this report, even if the employee is terminated July 1st. Thus, in the event of a leave balance payout in early July, the report may overstate the company's leave liability.

The report will show:
Employee Name

Employee ID

Employment Record #

Department ID

Hourly Rate

Leave Hours Balances

Liability

Hours Subtotal for each employee (across the row)

Liability Subtotal for each employee (across the row)

Column subtotals (down the columns)

Fiscal Year End Clearing of Leave Balances
After the end of each Fiscal Year, the Phoenix system will update the Leave Balances panel for all employees having had leave balance activity during the Fiscal Year (e.g., Active and Terminated employees). This annual update occurred on Sunday, July 9, 2000. Below is a description of the process and the related audit report, Cleared Fiscal YTD Fields Audit Report, BNxxx0525.

As a result of the leave balance clearing process, the Earned Year-to-date, Taken Year-to-date, and Adjusted Year-to-date fields will be set to zero (0). The Forfeited field will not change. The Beginning Year Balance field will be reset by the amount in the Hours Balance field for the Annual Leave (51), Sick Leave (50), GA Comp (5R), FLSA

Comp(5S), Holiday Deferral (5V), Forfeited (5W), and Previously Unpaid (5X) Leave Plans. (Kidney, Disaster, Military and Personal Leave Plans will not be cleared.)

The process will appear on the Leave Usage History panel. The process code of "ANUAL525" will appear although no actual hours will be reflected for this line of data on the Leave Usage History panel.

An audit report titled, "Cleared Fiscal YTD Leave Fields Audit Report", will be generated after the process is run each July and distributed to companies 401-999. The report will only show those leave plans that were cleared. For example, if an employee is enrolled in 5 different leave plans, yet only 3 plans were cleared, the report will reflect the 3 plans that were cleared.

The report will show the following within each company:
Employee ID

Employment Record #

Employee Name

Leave Plan Type

Description

Cleared Beginning Balance

Cleared Earned YTD amount

Cleared Taken YTD amount

Cleared Adjusted YTD amount

New Beginning Balance

If you have any questions about this information, please contact the Phoenix Helpdesk. Thank you for you continued support.

07/06/2000 - Changes to the State Health Benefit Plan (SHBP) Employer Contribution Calculation

Change in SHBP Employer Contributions for Temporary Hourly Labor Employees assigned to SCOA 513 pay groups:

Effective July 1, 2000, the Phoenix system has been modified to exclude employees in SCOA 513 related pay groups from State Health Benefit Plan (SHBP) Employer Contributions. Employees in this pay group will no longer be enrolled in the SHBP Employer Contributions and current employees in SCOA 513 related pay groups will be taken out of the calculations. A change in your company's SHBP Employer Contributions should be noted with payrolls beginning in July 2000.

Please be aware that the change in the system is not intended to interpret or define existing regulations and/or policies regarding SHBP Employer Contributions. If you have questions about policies regarding SHBP Employer Contributions, please contact your agency benefit coordinator who can contact the State Health Benefit Plan at (404) 651-6131.

All employees assigned to SCOA 510 and 512 pay groups will continue to be automatically enrolled in the SHBP and all of their earnings will be used to calculate the employer's contribution.

07/06/2000 - US Payroll Summary Reports

The US PAYROLL SUMMARY REPORT - On Cycle CALCULATED (Pyxxx018) and the US PAYROLL SUMMARY REPORT - On/Off Cycle CONFIRMED (Pyxxx018H) have been modified to break by pay period ending date and pay group. The report will continue to provide Company Totals. The report is still formatted to be in the following order within each pay period ending date / pay group / company totals section:

Pay Check Summary

Pay Earnings Summary

Other Earnings Summary

Special Accumulator Summary

Employee Deduction Summary

Employer Contribution Summary

Employee Tax Summary

Employer Tax Summary

06/30/2000 - Payroll Reports

The reports listed below are now available on a tape for creation of a CDROM.
PYxxx0001 Deductions Register

PYxxx0002 Payroll Register

PYxxx0006 Other Earnings Register

PYxxx0016B Bond Purchase Report

PYxxx0018H Payroll Summary Confirmed

PYxxx0021 Benefits Register

PYxxx0555X Retirement Report

PYxxx0556X Retirement One Time Deductions

PYxxx0557X Retirement Exception Deductions

TXxxx916 State W2 Tax Totals report

TXxxx910A W2 Audit Report

In order to receive the CD:
1. Contract with a company that produces CD's. For a listing of companies, please look in the yellow pages under "Data Processing Service". The company should provide your agency with their Transmittal forms.

2. Contact the HRMS Helpdesk for assignment of a special Infopac Recipient ID and password. Only one individual per agency should be assigned this special id.

3. Request a CD ordering training session with the HRMS helpdesk.

4. Produce the CDROM tape each month. To produce the tape, you must access Infopac through the "GO" screen and NOT through Document Direct.

5. Contact the CCC (404-656-7300) with the tape number and have the CCC send the tape sent to the TW-building (Room 201), with a label attached with the outside vendor name, your agency number, and your phone number.

6. Complete a transmittal form and send the form to the TW- Drop Point - Room 201.

06/22/2000 - Payroll Run Calendars and HRMS Timing Schedules

Into a Word doc, download the HRMS timing schedule for July through September and separate Excel files containing calendars showing July, August, and September scheduled payroll runs.

06/14/2000 - Tax0916 Report

To Phoenix Payroll Personnel: Report Modification: State W-2 Tax Totals Report (TAXxxx0916)
The TAXxxx0916 has been modified to sort alphabetically. The change to an alphabetic sort will aid in verification of state wage information for W-2 balancing. This report contains transmittal information of GA. W-2 statements: number of W-2 statements, total state wages and total state income tax withheld.
A reprint with the sort modification of the TAXxxx0916 based on 1999 transmittal of GA W-2 statements has been made available as of June 15 and may also be viewed in INFOPAC.

05/26/2000 - HRMS interface to the Financials Accounts Payable Module

The HRMS interface to the Financials Accounts Payable Module will be modified on June 1, 2000 as follows:
The HRMS voucher terms default for employee withholdings for taxes and Merit System administered benefits will be changed from Net 02 to Net 05 days.
This change will allow agencies more time to update the Payment Method once the withholding information is in Accounts Payable.
The Payment Method can be changed to Wire by navigating to the Record Payment Panel (GO - Administer Procurement - Enter Voucher Information - Use- Voucher - Record Payment - Update Display). Then, click on Record Payment under the Payment Action, Wire under the Payment Method and enter the Reference under Payment Details.
A General Funds Transfer can be recorded by changing the Payment Method to Wire as explained above. Then, the Bank and Account must be changed to the appropriate bank account for General Funds Transfer.

05/25/2000 - Revised Direct Deposit Memo

Starting with confirms on May 22nd, a new direct deposit report will be generated and sent to agency payroll offices. The report is titled Direct Deposit Prenotification Report with a report ID of DPxxx0005. This report lists employees who are in the prenote status for Direct Deposit and are included in the xxx-P1173 report. The report will list employee name, employee ID # pertinent banking numbers and date prenoted.
Using the xxx-P1173 (Confirmation Of Transmission Of Direct Deposit) report, the DPxxx0004 (Payroll Advice Register) report and the DPxxx0005 report, you should be able to determine the number of items transmitted for direct deposit (P1173 totals-DPxxx0005 totals=DPxxx0004 totals).
Download a Word doc that shows typical Direct Deposit Prenotification Report results.
Any questions concerning this message should be directed to the HRMS helpdesk at (404)657-3956 or 1-888-896-7771.

05/24/2000 - HRMS Security Tree Report

Download a doc with instructions about how to run the HRMS Security Tree Report.

05/24/2000 - Open Enrollment Update Report - FLEX to Phoenix

To: Phoenix HR and Payroll personnel: Download a Word doc which provides an overview of the FLEX to Phoenix update scheduled to run after business hours on Friday, May 26. Please read this document for details of the process and the various reports that will be generated to Phoenix payroll entities as a result of the system update. Upon receipt of these reports, should you have any questions, please contact the Phoenix Helpdesk.

05/23/2000 - Year-end Update for Account Code and Dept. Budget Tables

The new labs for the Year End Update for Account Codes and Department Budget Tables begin next week, June 7th. Please register immediately via the web registration system. Course information is as follows:

Course: BDZ005

Title: Dept Budget Table/Account Codes Learning Lab

Target Audience:

Anyone who maintains the Account Code or Department Budget Tables and has security access to these tables

Length: ½ day

Prerequisites: Must have security access to the Account Code Table and Department Budget Table

Objectives:

Upon completion of this lab, participants will be able to:

Understand the clean-up process that the central office will run (5/25/00) for the Department Budget Table.

Understand the copy process that the central office will run (5/26/00) to copy up the current row of data in the Department Budget Tables to a 7/1/00 future-dated row for the new fiscal year.

Modify the 7/1/00 future-dated row in the Department Budget Table.

Insert a new current row in the Department Budget Table that's dated prior to the 7/1/00 future-dated row.

Update the Account Code Table with new fiscal year data.

Determine the correct time to update the Account Code Table, especially as it pertains to agencies with lag payrolls.

If you have any questions, please contact Connie Davis by phone (404) 657-3956 or 1-888-896-7771 or by email at cldavis@doas.state.ga.us

05/23/2000 - May 27 Hours

The Phoenix HRMS system will not be available on Saturday, May 27 due to the heavy batch processing needed to complete open enrollment. The Flexible Benefits general deductions in Phoenix will be updated with data from the FLEX system over the weekend. We will return to our normal Saturday schedule on June 3rd.

05/17/2000 - Year End Update for Account Code and Dept. Budget Tables

In preparation for the new fiscal year, the HRMS Central Office is addressing a number of topics that will affect the Department Budget and Account Code Tables. Two processes that affect the Department Budget Table will be run; new business processes that address the fiscal year changes will be distributed; and workshops addressing these topics will be offered. A brief description of each topic and the workshop is listed below.

CLEAN-UP PROCESS

On May 25th, the HRMS Central Office will run a process that will clean-up the Department Budget Table for those departments (organizations) that have 4 or more rows of data in the table.

The process will retain the earliest effective dated row and the two most current rows of data. Retaining the last two rows of data will ensure the labor distribution for those agencies with lag payrolls flows through correctly to the Financials system. The clean-up process will eliminate the time-out problem that a few agencies are experiencing due to excessive rows of data in the Department Budget Table.

COPY PROCESS

On May 26th, a process will be run that inserts a future dated row for 7/1/2000 in the Department Budget Table, copying the current row of data to the 7/1/2000 row for the new fiscal year. Users will be able to change the data on the 7/1/2000 row of data in the Department Budget Table prior to the new fiscal year, if necessary.

FISCAL YEAR BUSINESS PROCESSES

We are writing some new business processes relating to the fiscal year changes in the Department Budget Table. One business process will describe the procedure for modifying the 7/1/2000 future dated row in the Department Budget Table after the copy process is run. Another business process will outline the procedure for adding a row dated prior to the 7/1/2000 future dated row.

An additional business process will address the criteria to consider when updating the Account Code Table to ensure that fiscal year-end payrolls are distributed correctly.

The new business processes will be placed here, on the Phoenix web site, within the week and will also be available at the workshops described below.

ACCOUNT CODE AND DEPARTMENT BUDGET TABLES WORKSHOP

A workshop that will address the fiscal year update to the Account Code and Department Budget Tables is being developed. It is particularly important that end users attend the workshop because errors made when adjusting entries to these tables can cause incorrect distributions for both this fiscal year and the new fiscal year.

The workshops will be in half-day sessions, scheduled from 5/31/00 through 6/8/00 in the 19th Floor Lab, West Tower. Anyone who maintains the Account Code or Department Budget Tables should plan to attend one of the sessions. Before attending this workshop, enrollees should have security access to these Account Code and Department Budget Tables. The workshop schedule and registration process will be posted on the Phoenix web registration system this week. The workshop will be listed as BDZ005 on the web registration system.

05/10/2000 - Budget Panel Changes

The budget projection parameter panel has been changed to allow for use of multiple trees. If you have multiple BCM_ORG or RPT_ORG trees, the panel will allow you to select whichever you want. The sort level for the cost center, the function or the sub-function reports will depend on the tree selected. This change is effective today.

05/08/2000 - Default Account Code Table

The Department Budget Tables in PeopleSoft require each Department to be associated with an Account Code. Currently, if a Department has not been associated with an Account Code in the Department Budget Table prior to nightly processing, the system populates the table with the first Account Code in the Account Code Table for that Company.

Effective May 1st, when the security group sets up a new Department they also associate an Account Code for the new Department in the Department Budget Tables, if that information is provided on the request form. In an effort to eliminate erroneous distributions when a Department is created and is not assigned an Account Code, we are building a Default Account Code Table. On those occasions when the security group does not receive Account Code information for a new Department, the system would use the Default Account Code designated in the new Default Account Code Table.

Please e-mail or fax your preferred Account Code by Friday, May 19th, to Connie Davis at cldavis@doas.state.ga.us or 404-463-5089, respectively. For any agency not responding by that date, the current method will be used to associate an Account Code.

04/28/2000 - Report Changes

Employee/Position/Budget Status Report (HRxxx116X) has been modified to include Drug Test Indicator for those positions that have one. It is located under the Position and the heading of the report will show DTI. The heading for Override was shorten to Over and will show as a ‘Y’ if it is appropriate.

Retirement Report (Pyxxx555) will show an ‘*’ next to the monthly retirement salary if the program had to calculate a salary. Report (Pyxxx557) has been renamed to Retirement Exception Deduction. It will now display ALL payment transactions that had retirement changes. Payment Begin and End Dates from the payment transaction is now included on the report. Next to each employee deduction or employer share amount, the report will show whether the amount was based on an Override, Addition or Refund. The report continues to show the calculated retirement salary for the deduction or employer share amount. This calculated salary is also included on the Retirement Report (Pyxxx555).

These report changes are effective as of today.

04/27/2000 - Department Budget Table Information

Effective Monday, May 1st, modifications to the Department Budget panels will be migrated to the production database.

ACCOUNT CODE PANEL

There are no changes to the Account Code panel; however, business process HR0110-BUDG has been updated.

Business process HR0110 addresses the use of Correction verses Update/Display modes. We continue to recommend that the Correction mode be used when making changes throughout the fiscal year. Some companies may opt to use the Update/Display mode and increase the effective date by one day. That is also acceptable. Either method will eliminate the need to add an effective dated row in the Department Budget Table every time an Account Code is being changed.

The exception will be at the beginning of each fiscal year. A process will be run to automatically add 07/01/XX rows to the Department Budget Table. Details about this process and related workshops will be addressed in a future communication.

DEPARTMENT BUDGET PANEL

Changes to this panel include the following:

The Department Budget FTE panel will be titled Department Budget.

The Dept Budget Earnings panel will be titled Dept Budget Distr.

The Dept Budget Deduction and Dept Budget Taxes panels will be “hidden” from view. The data entered on the Dept Budget Distr panel will be copied, behind the scenes, to those two panels.

Data fields not utilized by the state will no longer be visible to the user.

All of the Business Processes (HR0100-BUDG, HR0110-BUDG, HR0200-BUDG, HR0300-BUDG, HR0400-BUDG, and HR0600-BUDG) have been updated to reflect the modifications. Two new business processes for making modifications to the Department Budget Table have been written. They are HR0210-BUDG and HR0310-BUDG. Both new and updated business processes can be found on the Phoenix website.

04/26/2000 - Rehires

Reminder: when an employee transfers in, is rehired or has an add employment record entered; the gaining agency must review the following areas to insure that the employee record is correct.

Additional Pay - review the additional pay earnings codes and verify that they are authorized for your agency and are of the correct amount. If the employee is a member of ERS, LRS, JRS or SJF retirement systems, verify that the PNA earnings code has the correct earnings amount.

Direct Deposit - if your agency does not offer direct deposit, review the direct deposit panel and inactivate the top row if one exists with data.

Employee Tax Data - carefully review all panels in this group. The system automatically copies the data from an existing agency to the new agency. For example: If the employee was Exempt from State Unemployment in the losing agency and is covered in the gaining agency, you will need to "Un-check" the box on State Tax Data 2. Also, pay special attention to the percentage boxes on Federal Tax Data 1 and State Tax Data 1 and remove any percentages that are not appropriate for the employee. In addition, if the employee has not filed a W-5 with your agency, you may need to change the radio button to Not Applicable on Federal Tax Data 2.

General Deduction Data - review the general deduction codes and verify that they are authorized for your agency. Also, verify that any general deduction overrides are appropriate for your agency.

Please refer to the following Payroll Business Processes for additional details:

PAY 0106, Transfer Employees-Receiving Agency

PAY 0109, Maintain employee tax information

PAY 0110, Maintain employee general deduction information

PAY 0112, Maintain recurring additional pay information

PAY 0113, Overriding general deductions

PAY 0114, Maintain direct deposit information

PAY 0118, Rehire Employees/Retirees

For Benefits, it is also critical to review all benefit enrollments including Pensionable Earnings (verify that the employee is in the proper Pension Plan), Savings Plans, Leave Plans (if the employee transferred, was the Leave Balance transferred to the new company?) and General Deductions.

Please refer to the following Benefit Business Processes for additional details:

BEN 0111, Pension Plan Changes

BEN 0140 and 0141, Savings Plan enrollment and changes

BEN 0150, Agency Sponsored Plan Enrollment

BEN 0152, Agency Sponsored Plan Changes-Discontinuations

BEN 0168, Leave Balance Transfer

BEN 0670, Receive XFR Employee from a Different Company (FLX to FLX)

BEN 0680, Rehire Within Same Benefit Plan Year

04/17/2000 - Deduction Rate Changes

Parking rates for deduction codes (PRKGBA and PRKGOV) will changed to $30. This change in the system will done on Friday (4/14). A report (PYxxx0560) listing all employees who have these deductions will be distributed through Infopac and routed to your payroll office. The report will also show those employees whose rates the program did not change. Please review the report and take whatever action is needed for those employees who did not have their rates changed.

In June, Marta and ALL parking deductions will change to pre-tax. Further information about this will be sent to you at a later date.

04/07/2000 - Deduction Changes for Marta and GBA Parking

Marta deduction rate change was done for all companies the night of April 6, 2000. A new report was generated (PYxxx0560, Deduction Rate Change) that shows who had their deduction amount changed to the new rate of $28.00. This report also shows error situations where nothing was done to the employee. Please review this report and make any necessary changes to General Deduction Data for those employees.

Parking rate changes will also be changed using the same process. The same report (PYxxx0560) will be used to note changes made and list error situations encountered.

Any questions concerning this message should be directed to the HRMS helpdesk (404)657-3956.

04/04/2000 - Annual Benefits Base Rate

Download this Word doc, (ABBR) 2, that provides details of the process to change/correct the ABBR if the March 30 ABBR Update job did not capture the correct April 1 data (see 3/13 entry below).

03/30/2000 - Payroll Runs

The following reports will run Friday night (03-31-00):

Unemployment Reports:

TXxxx0002 - Quarterly State Employee Wage Listing

TXxxx0004 - Multiple Worksite Report

TXxxx0810 - Ga Qtrly U/I Wage List

Remember, DOAS creates the Unemployment tapes and is responsible for sending to Dept. of Labor and Risk Management.

Additional reports running Friday night:

TXxxx0010 - Quarterly Tax Summary - this report summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes.

TXxxx0100 - W-4 Exemptions Report
Please note: This will be the first time for running this report. Data provided: Those employees who are exempt from federal tax withholding. They file more than 10 exemptions.

TXxxx900 - W-2 Annual Reporting Error Listing

03/30/2000 - Payroll Run Calendars and HRMS Timing Schedules

Download into Excel files the schedules for semi-monthly and monthly payroll runs and weekly payroll runs. Into a Word doc, download information and an HRMS timing schedule for April - June 2000.

03/30/2000 - Monthly Retirement Reports (555 and 557)

The following changes have been made to the Monthly Retirement Reports (555 and 557):

On report 555 the column heading 'Monthly Pensionable Earnings' has been changed to 'Monthly Retirement Salary'. It will contain the net amount of all salaries used to calculate an employee's deduction and employer's shares of retirement.

On report 557 a column has been added 'Retirement Salary' with a descriptor '* = Cal Amt'. For all One - Time Deductions, this column will show the salary which reflects the employee's deduction or, employer share. Each One Time Deduction Salary amount will be calculated and if the calculated amount is within $1 of the pensionable earnings code (PNA) on the paysheet, the program will use the pensionable earnings amount. If not, it will use the calculated amount. This final amount however derived is what is netted on the 555 report.

This change is for the reports you get for the month of March.

03/13/2000 - Update of Annual Benefits Base Rate

Download a Word doc that provides information on the yearly process to update the Annual Benefits Base Rate (ABBR) within Phoenix. It is desired that the ABBR field be accurate before the data is sent to the FLEX system for Open Enrollment Option Statement printing. Please review the information in the document to ensure that your HR/Benefits team is prepared to complete the data cleanup. Your prompt attention will be greatly appreciated.

02/28/2000 - Staff Relocation

On February 25, we will be relocating staff members to new work locations. While we are moving, this may impact the help desk response. If you experience delays with the Help Desk number, please call 404-656-2133 if you need any assistance.

02/28/2000 - Terminations

Download into a Word doc instructions for entering terminations into Phoenix.

02/15/2000 - W-4 and W-5 Data Entry

Download into a Word doc directions for filing W-4 and W-5 tax forms for employees.

02/03/2000 - Payroll Related Expenditures/Labor Distribution

The HRMS interface to the Phoenix Financial Labor Distribution module did NOT transfer some of the entries that have been entered since January 1, 2000. The entries are contained on some (but not all) of the special off-cycle calendars that were used to input adjustments to December, 1999. Download a spreadsheet that lists the company, paygroup, payending date, and run id of the entries that did not go through the interface. If you compare the Pyxxx018H Payroll Summary Confirmed report in conjunction with your Pyxxx00002 Payroll Register to reconcile to the totals of your LDxxx0001 Labor Distribution Control Totals report for the January payrolls, the difference should be the amounts associated with the attached off-cycle pay ending dates.

This data should go to Financials tomorrow, February 4. Please look for your LDxxx0001 Labor Distribution Control Totals report for these pay ending dates and follow the regular procedures for correcting/adjusting any of the chartfields and request the release to expense along with your regular January 31st payroll entries.

Also, as a reminder, when you have special off-cycle calendars in HRMS and you request the release of labor to expense, you should include the off-cycle calendar pay ending date in your request. Direct any questions concerning the request for releasing these entries to the Labor Distribution team.

The non-Phoenix Financial agencies using PYxxx0445 Payroll Summary Register as well as those using the labor distribution extract files also had the data omitted. Those agencies will be contacted when the reports and files are produced.

Any other questions concerning this message should be directed to the HRMS helpdesk (404)657-3956.

01/28/2000 - Reissued W-2's

Procedures and required information needed for reissued W-2s are as follows:

Company will fax (404 463-5089) or e-mail (Central Support e-mail address DOASHRMS@doas.state.ga.us the following information: Company Number; Social Security Number (no dashes); Employee Name (last name, first name middle initial); Employee ID #.

Requests will be processed on Tuesday and Thursday evenings through the month of April. After April, requests will be processed on the last work day of the week.

Download an Excel file that contains a fax form to use when requesting reissued W-2's.

If you need any other clarification, please contact the Phoenix HRMS Helpdesk.

01/27/2000 - Quarterly Unemployment Insurance Reports

The quarterly unemployment insurance reports ran Jan. 26. The three reports are: TXxxx0002 - Quarterly State Employee Wage Listing, TXxxx0810 - Ga Qtrly U/I Wage List, and TXxxx0004 - Multiple Worksite Report. The TXxxx0004 report is a replacement for the PACS 1066 report. The other two reports, TXxxx0002 and TXxxx0810, are replacements for the PACS 1065 report and should be used to prepare your DOL-4.

The first character of certain messages and information is missing from some of the reports and will be corrected with next quarter's reports. We will be reprinting the TXxxx0810 report because it did not get into Infopac correctly.

There are two changes in unemployment reporting. First, agencies are no longer required to submit a request to create the quarterly unemployment tape (ZUT). The central support office will produce a single tape containing all agencies' information (payroll being processed by Phoenix) and will send it to the Georgia Department of Labor. Second, in reconciling your reports to your payroll records, the amount being reported is gross wages paid, plus non-cash items (such as Vehicle Usage and Imputed Income), less FICA pre-tax deductions considered paid by the employer (such as Flexible Benefits). The reportable amount has been calculated with each Phoenix check and the total for each pay cycle is shown on the PYxxx0018H Payroll Summary Confirmed report.

If you need any other clarification of these reports, please contact the Phoenix HRMS Helpdesk.

01/21/2000 - Setting up Part-time Board Members as Employees

Part-time Board Members should NOT be set up as hourly employees in Phoenix. Making them Hourly, with the Comp Rate on Job Data 3 set to the equivalent of the daily rate, then leaving the Standard Hours at 40 causes substantial problems with reporting.

When asked to provide data on "over $150,000 annually" employees (already requested both by the General Assembly and Governor), Board Members set up as hourly will show an annualized salary that will put them in this category.

The correct method for setting up Board Members is as follows:

a) Create one or more positions using the Job Code A0048-Board Member (a single position can be multi-encumbered)

b) Assign the position on an appropriate hourly Paygroup (unless you wish to cost them differently)

(c) Leave Standard Hours BLANK (or can be left at 1 for positions set up under previous instructions)

(d) On Job Data 3 Salary Plan/Grade will default to APO-Additional Pay Only. Keep these values. Leave the employee's Compensation Rate and Annual Benefits Base Rate BLANK .

For Payroll, the employees will be paid as Additional Pay only (no salary), with a component code of BMB.

Please create or adjust already-created Board Members to meet these criteria.

01/20/2000 - W-2 Reload

The W-2 reload run January 19 will NOT be considered the final W-2 load for 1999. A substantial number of correctable errors remain in the system. The affected agencies will be contacted today to finalize the entries. We are planning to run the reload again tonight (Jan. 20), and if the majority of outstanding errors are resolved, then tonight's load will be considered the final one. If the majority of errors are not resolved by tonight's run, then we will reload again Jan. 21 for the final W-2 load.

Please discard the W-2 AUDIT REPORT (TXxxx910A) that has a print date of 1-19-2000. The job was run before the W-2 reload was run on Wednesday night. The correct report will have a print date of 1-20-2000.

We are also still working on the Unemployment Insurance reports and hope to have them run this weekend.

01/18/2000 - W-2 Load

The final W-2 load will take place the night of Jan. 19. It had been scheduled for this past weekend but was extended to allow more time for correction to prior year payments. Please continue your end-of-the-year processing procedures as you normally would prior to the final load of W-2 information.

Unemployment reports: TXxxx0002 - Quarterly Employee Wage Listing, TXxxx0004 - Multiple Worksite Report and TXxxx0810 - Georgia Quarterly UI Wage Report - Tape Report will also be produced on Wednesday night. These reports replace the PACS Unemployment Insurance reports 1065 and 1066. You should follow your normal reporting procedures in filing these reports with the Department of Labor. We will provide for all Phoenix payroll agencies a tape containing the wage information listed on reports TXxxx0002 and TXxxx0810 both to the Labor Department and Harrington Company.

01/05/2000 - Payroll Timing Schedules

Download into a Word doc definitions and instructions pertaining to the HRMS Payroll Timing Schedule for calendar year 2000.

Download into Excel spreadsheets two calendars showing the payroll cycle activities for January, February, and March for 1)semi-monthly and monthly payroll cycles and 2) weekly payroll cycles.

01/03/2000 - Year-End Processing Programs

We are experiencing two problems with our year-end processing programs. First, and most important, employees that terminated/retired during 1999 and have received a pension payment/refund from the Employees' Retirement System are NOT being built to the W-2 file. We will run a reload as soon as the problem is corrected, hopefully Wednesday night January 5, 2000.

Second, the W-2 Record Error Report (TXxxx0910E) has not been run. This report evaluates the actual W-2 tables and gives additional errors that are not encountered when running the Error Listing Report (TXxxx0900) which evaluates the Earnings, Deduction and Tax balance tables. Hopefully, we will have this report available by the middle of the week.

01/03/2000 - Year-End Processing Schedule

Please review this information regarding the schedule of the year-end (W-2) processing. This process will be vastly different from PACS.

The first notable difference will be that it is a statewide process instead of by individual agency. Therefore, all agencies will be processed and printed at the same time. The current schedule has the initial W-2 file that was built over the December 25th weekend. Since updates cannot be made directly to the W-2 file, the file will be re-built (delete the old file and reload a new file) the weekends of January 1st and 8th to incorporate any changes you have entered into Phoenix HRMS. The final W-2 file will be built on the January 15th weekend and W-2's are scheduled to be printed on January 22nd.

The second notable difference is the rebuilding of the file. The only information that can be changed in the W-2 file is the employee name and address information. If an employee has an address change before the final W-2 load, make the change using the Personal

Data panels. After the final load and before the W-2's are printed, make the address change in BOTH the Personal data and W-2 Information Summary Panels. Changes to income and tax information are made through Off-cycle check entries on special Off-Cycle Calendars, the first being dated December 30, 1999. The process of attaching check entries to prior year calendars, insures that the current year taxable income and taxes are not affected (this will be the primary focus of the year-end training). Therefore, after W-2's are printed, if you have to reverse a 1999 check, contact the central processing office to add a special Off-Cycle Calendar for the pay group the check was originally drawn.

Reports will be viewable and distributed through Infopac. The following reports will be generated:

Annual Reporting Error Listing TXxxx0900

W-2 Record Error Report TXxxx0910E

W-2 Audit Report TXxxx0910A

Form 6559 Transmitter Report TXxxx0914

State W-2 Tax Totals Report TXxxx0916

W-4 Exempt Employees Report TXxxx0103

W-5 EIC Employees Report TXxxx0113

Quarterly Tax Balance Audit TXxxx0015

Default Tax Data Report TXxxx0016

To assist in reconciling the W-2 file, you should create a spreadsheet containing the categories that are reported on the W-2 and input the individual pay period amounts from both PACS (Payroll Journal # 1006) and PeopleSoft (Payroll Summary Confirmed - #

Pyxxx0018H). Summarize the spreadsheet and compare to the W-2 Audit Report (TXxxx0910A). The differences should be the employees listed on the W-2 Record Error Report (TXxxx0910E).

The W-4 Exempt Employees Report (TXxxx0103) and W-5 EIC Employees Report (TXxxx0113) will identify employees who need to file their new forms if they wish to continue in that filing status.

Once the W-2 process is finalized the following reports will be generated: W-2 Audit Report (TXxxx0910A), Form 6559 Transmitter Report (TXxxx0914), and State W-2 Tax Totals Report (TXxxx0916). Since these reports will be distributed through Infopac, it will not be necessary to forward any copies of the totals to our office.

Please note the Calendar Year W-2 Information Worksheet # 1143 has not been recreated in PeopleSoft.